



**City of Rockville**  
**Department of Neighborhood and Community Services**  
Community Enhancement/Code Enforcement Division  
111 Maryland Ave. • Rockville, MD 20850-2364 • 301-545-5650

Application Date: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
☐ Renewal    ☐ New

## Application for License of Rental Accessory Apartment

All information requested must be furnished (please type or print clearly, incomplete or illegible applications will be returned). In order for the Community Enhancement Code Enforcement Division to certify your accessory apartment, under Chapter 5 and 25 of the Rockville City Code, it will be necessary that you complete and return this form to this office within ten days. Verification will take place after all required information is received.

PLEASE PRINT CLEARLY OR TYPE	PROPERTY LOCATION		
	NUMBER, STREET, CITY, STATE, & ZIP		
PROPERTY OWNER	NAME	MAILING ADDRESS — IF DIFFERENT FROM ABOVE	TELEPHONE NUMBER
	LAST		WORK
	FIRST		HOME

### LIST ALL OCCUPANTS of ACCESSORY APARTMENTS BELOW

### RELATIONSHIP

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

PRESENT RENT \_\_\_\_\_ IS RENT SUBSIDIZED? ☐ YES ☐ NO # OF BEDROOMS \_\_\_\_\_

PREVIOUS RENT \_\_\_\_\_ UTILITIES INCLUDED? ☐ YES ☐ NO

I attest that the above information is true and correct, that I am the owner of the property, and that I reside at the premises.

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

## Application Fee is \$100 Non-Refundable

### OFFICE USE ONLY

Property Maintenance Violations: ☐ None Notice Issued \_\_\_\_\_

Inspector's Signature \_\_\_\_\_